



**U.S. Department of
Energy
ANNOUNCEMENT
(#BPA-05-ES-01-A1*)**

**U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER
ADMINISTRATION**

**SENIOR EXECUTIVE
SERVICE
EMPLOYMENT OPPORTUNITY**

POSITION AND LOCATION: Vice President for Requirements Marketing, ES-340, Portland, Oregon

OPENING DATE: 10/13/04	CLOSING DATE: 11/23/04	ANNUAL PAY RATE: \$104,927 to \$145,600*
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WHO MAY APPLY: All U.S. citizens

GEOGRAPHIC LOCATION: Department of Energy, Bonneville Power Administration, Portland, Oregon

Notes:

***This announcement has been amended to extend the closing date from 11/16/04 to 11/23/04. All other information remains unchanged.**

Salary is commensurate with experience. The salary cap for SES positions will be adjusted to \$158,100 when the Department of Energy receives approval for its executive level performance system from the Office of Personnel Management.

CONFIDENTIAL FINANCIAL DISCLOSURE: Selectee will be required to complete the Office of Government Ethics Confidential Financial Disclosure Report within 30 days of employment and annually.

Applicant is subject to a one-year Executive Service Probationary Period.

MAJOR DUTIES: The incumbent serves as the Vice President for Requirements Marketing for the Power Business Line (PBL). The purpose of the organization is to articulate and execute the vision and clear strategic direction for requirements marketing and sales activities of the PBL, providing executive leadership in the planning, development, and administration of the overall PBL requirements sales and customer service program. This includes business line-wide responsibility for meeting revenue and customer satisfaction targets, and ensuring that other organizations provide the necessary products and services that enable Bonneville to carry out its requirements marketing and sales strategy. It includes development and administration of the power sales contracts under which most of the electric energy produced by the Federal Columbia River Power System is sold. This includes Bonneville-wide responsibility for Customer Service Centers with support staff, and Customer Account Executives. It also includes the power billing function. The incumbent reports to the Senior Vice President for the Power Business Line.

QUALIFICATION REQUIREMENTS:

To be eligible for consideration, applicant must meet all of the following five (5) Executive Core Qualifications (defined below under the heading "OPM Executive Core Qualifications"):

- (1) Leading Change
- (2) Leading People
- (3) Results Driven
- (4) Business Acumen
- (5) Building Coalitions/Communications

In addition, applicants must possess the following technical qualifications:

1. Knowledge of wholesale power contract development and administration.
2. Knowledge of power delivery and billing systems, power marketing, and ratemaking.

3. Ability to lead an effective customer service and relations program focused on wholesale electric power customers.

EVALUATION METHODS: A Merit Staffing Committee, using only the information submitted for consideration, will evaluate candidates. Failure to document demonstrated experience, training, or education in support of the required qualification requirements will adversely affect an applicant's chance for further consideration. The Committee will rate and rank each applicant based on the criteria identified in the qualification requirements and refer the top applicants to the selecting official. The selecting official will consider the applicants referred based on the information provided and/or interview.

HOW TO APPLY:

1. All applicants should submit an original and **three** copies of any of the following documents: Optional Application for Federal Employment Form (OF-612 may be accessed at: http://www.opm.gov/forms/pdf_fill/of612.pdf), a resume, SF-171 (Application for Federal Employment), or any written format of your choice (**SEE NOTE BELOW).
2. Applicants **must** submit a Supplemental statement addressing each of the Executive Core and Technical Qualification requirements listed above.

Important Note: If you are a current SES **career** appointee or a SES reinstatement eligible, you need not complete the Executive Core Qualifications (ECQs) listed below. **However, you must submit a supplemental, narrative statement addressing the technical qualifications listed above.**

3. All applicants are encouraged to complete and submit DOE F 1600.7e, Applicant Disability, Race/National Origin and Sex Identification form (attached or may be accessed at: <http://www.directives.doe.gov/pdfs/forms/1600-7.pdf>).

****NOTE:** Regardless of application document chosen, it **must** contain the following information:

- **Announcement number**
- **Full name**
- **Address**
- **Day and evening phone numbers**
- **Social security number**
- **Country of citizenship**
- **Federal reinstatement eligibility, if any**
- **Highest Federal civilian grade held (if applicable)**
- **Education**
- **Work experience, and**
- **Other job related information pertinent to the position for which applying.**

For more information and tips on how to apply for SES positions visit our website: <http://www.jobs.bpa.gov/ses.html>. If you have specific questions regarding this position, you may contact Kathe Donaldson at (503) 230-4704.

OPM EXECUTIVE CORE QUALIFICATIONS

There are five ECQs. New SES applicants **must** provide a narrative statement in which they address the ECQs, applicants may refer to the following website for information on completing the ECQ's (including sample ECQ statements) at <http://www.opm.gov/ses/ecq.html>. The Office of Personnel Management has identified key leadership competencies for each ECQ; in their narrative statement, applicants should identify experience, which has provided them with the majority of the leadership competencies for each ECQ. The leadership competencies are the personal and professional attributes that are critical to successful performance in the SES.

1. Leading Change: This core qualification encompasses the ability to develop and implement an organizational vision, which integrates key National and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity--to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity. The leadership competencies for Leading Change are:

Continual Learning - Grasps the essence of new information; masters new technical and business knowledge; recognizes own strengths and weaknesses; pursues self-development; seeks feedback from others and opportunities to master new knowledge.

Creativity and Innovation - Develops new insights into situations and applies innovative solutions to make organizational improvements; creates a work environment that encourages creative thinking and innovation; designs and implements new or cutting-edge programs/processes.

External Awareness - Identifies and keeps up to date on key national and international policies and economic, political, and social trends that affect the organization. Understands near-term and long-range plans and determines how best to be positioned to achieve a competitive business advantage in a global economy.

Flexibility - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjusts rapidly to new situations warranting attention and resolution.

Resilience - Deals effectively with pressure; maintains focus and intensity and remains optimistic and persistent, even under adversity. Recovers quickly from setbacks. Effectively balances personal life and work.

Service Motivation - Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well. Shows a commitment to public service. Influences others toward a spirit of service and meaningful contributions to mission accomplishment.

Strategic Thinking - Formulates effective strategies consistent with the business and competitive strategy of the organization in a global economy. Examines policy issues and strategic planning with a long-term perspective. Determines objectives and sets priorities; anticipates potential threats or opportunities.

Vision - Takes a long-term view and acts as a catalyst for organizational change; builds a shared vision with others. Influences others to translate vision into action.

2. Leading People: This core qualification involves the ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals. The leadership competencies for Leading People are:

Conflict Management - Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact.

Leveraging Diversity - Recruits, develops, and retains a diverse high quality workforce in an equitable manner. Leads and manages an inclusive workplace that maximizes the talents of each person to achieve sound business results. Respects, understands, values and seeks out individual differences to achieve the vision and mission of the organization. Develops and uses measures and rewards to hold self and others accountable for achieving results that embody the principles of diversity.

Integrity/Honesty - Instills mutual trust and confidence; creates a culture that fosters high standards of ethics; behaves in a fair and ethical manner toward others, and demonstrates a sense of corporate responsibility and commitment to public service.

Team Building - Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization and with customer groups; fosters commitment, team spirit, pride, trust. Develops leadership in others through coaching, mentoring, rewarding, and guiding employees.

3. Results Driven: This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies. The leadership competencies for Results Driven are:

Customer Service - Balancing interests of a variety of clients; readily readjusts priorities to respond to pressing and changing client demands. Anticipates and meets the need of clients; achieves quality end-products; is committed to continuous improvement of services.

Decisiveness - Exercises good judgment by making sound and well-informed decisions; perceives the impact and implications of decisions; makes effective and timely decisions, even when data is limited or solutions produce unpleasant consequences; is proactive and achievement oriented.

Entrepreneurship - Identifies opportunities to develop and market new products and services within or outside of the organization. Is willing to take risks; initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.

Problem Solving - Identifies and analyzes problems; distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to individual and organizational problems.

Technical Credibility - Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise. Is able to make sound hiring and capital resource decisions and to address training and development needs. Understands linkages between administrative competencies and mission needs.

4. Business Acumen: This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner, which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision-making. The leadership competencies for Business Acumen are:

Financial Management - Demonstrates broad understanding of principles of financial management and marketing expertise necessary to ensure appropriate funding levels. Prepares, justifies, and/or administers the budget for the program area; uses cost-benefit thinking to set priorities; monitors expenditures in support of programs and policies. Identifies cost-effective approaches. Manages procurement and contracting.

Human Resources Management - Assesses current and future staffing needs based on organizational goals and budget realities. Using merit principles, ensures staff are appropriately selected, developed, utilized, appraised, and rewarded; takes corrective action.

Technology Management - Uses efficient and cost-effective approaches to integrate technology into the workplace and improve program effectiveness. Develops strategies using new technology to enhance decision-making. Understands the impact of technological changes on the organization.

5. Building Coalitions and Communication: This core qualification involves the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiates with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization. The leadership competencies for Building Coalitions and Communication are:

Influencing/Negotiating - Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals; facilitates "win-win" situations.

Interpersonal Skills - Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful, compassionate and sensitive, and treats others with respect.

Oral Communication - Makes clear and convincing oral presentations to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Partnering - Develops networks and builds alliances, engages in cross-functional activities; collaborates across boundaries, and finds common ground with a widening range of stakeholders. Utilizes contacts to build and strengthen internal support bases.

Political Savvy - Identifies the internal and external politics that impact the work of the organization. Approaches each problem situation with a clear perception of organizational and political reality; recognizes the impact of alternative courses of action.

Written Communication - Expresses facts and ideas in writing in a clear, convincing and organized manner.

WHERE TO APPLY:

If **mailing** your application, please send to the following address: Bonneville Power Administration, ATTN: Personnel Services – CHP/CSB-2, PO Box 491, Vancouver, WA 98666, (street address): 2401 NE Minnehaha Street, Vancouver, WA 98663

If applications are delivered in person, they can be delivered to the address above **OR** to: Bonneville Power Administration, Personnel Services, 905 NE 11th Avenue, Portland, OR 97232.

RECEIPT OF APPLICATION:

Your complete application must be received no later than 12 midnight PST of the closing date to be accepted. Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 12 midnight PST.

Applicants will be notified of receipt of their application package.

FAX APPLICATIONS:

Faxed applications should be sent to **360-418-2063**. Applicants are responsible for ensuring that application materials transmit successfully.

EMAIL APPLICATIONS:

Applications should be sent as email attachments to: **jobs@bpa.gov**. The Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

NOTE: If you are e-mailing or faxing your application, you need only submit one copy.

All qualified applicants will be considered without regard to race, religion, color, sex, age, national origin, lawful political affiliation, marital status, union membership, or other non-qualifying physical or mental handicaps. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision to grant reasonable accommodation will be made on a case-by-case basis.

ALL POSITIONS ARE SUBJECT TO THE DEPARTMENT OF ENERGY'S DRUG FREE WORKPLACE PROGRAM

THE DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER

THE BONNEVILLE POWER ADMINISTRATION IS A HARASSMENT FREE WORKPLACE.

www.va.gov	www.bpa.gov	www.usajobs.opm.gov	http://www.opm.gov/qualifications/index.htm
Veterans	Bonneville Power	Office of Personnel	
Administration	Administration	Management Jobs	Office of Personnel Management

APPLICANT DISABILITY, RACE/NATIONAL ORIGIN AND SEX IDENTIFICATION
(Please read the Instructions and Privacy Act Statement before completing this form)

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422-GTN, Paperwork Reduction Project (1910-0600), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0600), Washington, DC 20503.

PRIVACY ACT STATEMENT

This data is being collected to plan and evaluate the agency's recruitment of persons with disabilities, minorities and women, and to help ensure that agency personnel practices meet the requirements of Federal law and regulation. The data you supply will be used for statistical analysis only. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.** Failure to provide this information will have no effect on the processing of your application for Federal employment. Individual personnel selections are not made based on this information.

Authority: Sections 1302, 3301, 3302, 3304 and 7201 of Title 5n of the U.S. Code; Section 2000e of Title 42 U.S. Code; and Section 791 of Title 29 of the U.S. Code.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397 (November 22, 1943), which requires agencies to use the SSN as the means for identifying individuals in Personnel information systems. It will be used only for that purpose. Submission of your SSN is voluntary and failure to furnish your SSN on this form will have no effect on your application.

Vacancy Announcement Number	Position Title, Series, Grade
Name (Last, First, Middle Initial)	Social Security Number
Sex <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	

SECTION A. DISABILITY STATUS ☐ ☐

A person is disabled if he or she has a physical or mental impairment, which substantially limits one or more major life activities. Please read the disability descriptions below and then write the two-digit numeric code in the box above which best describes your disability, if any. If you have more than one disability, choose the one which results in the most substantial limitation.

NOTE: Please place only ONE two-digit code number in the box.

- 05. I do not have a disability
- 16. Total deafness in both ears, with or without understandable speech.
- 23. Inability to read ordinary size print, not correctable by glasses (can read oversize print or use assisting device)
- 25. Blind in both eyes (no usable vision, may have some light perception).
- 28. Missing one arm or one leg.
- 33. Missing hands or both arms or both feet or both legs.
- 35. Missing one hand or arm and one foot or leg.
- 64. Partial paralysis of both hands. Partial paralysis of both legs, any part, or both arms, any part.
- 65. Partial paralysis of both legs, any part, or both arms, any part.

APPLICANT DISABILITY, RACE/NATIONAL ORIGIN AND SEX IDENTIFICATION

- 67. Partial paralysis of one side of the body, including one arm and one leg.
- 68. Partial paralysis of three or more major parts of the body (arms and legs)
- 71. Complete paralysis of both hands or both arms or both legs.
- 72. Complete paralysis of one arm or one leg.
- 76. Complete paralysis of lower half of body, including legs.
- 77. Complete paralysis of one side of body, including one arm and one leg.
- 78. Complete paralysis of three or more major parts (of body) (arms and legs).
- 82. Convulsive disorder (e.g. epilepsy).
- 90. Mental retardation (a chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a state vocational rehabilitation agency).
- 91. Mental or emotional illness (a history of treatment for mental or emotional problems).
- 92. Severe distortion of limbs and/or spine (e.g. dwarfism, severe distortion of the back).
- 06. I have a disability, but it is not listed above. Describe:

SECTION B. RACE/NATIONAL ORIGIN

The categories below provide descriptions of race and national origins. Read the descriptions and then check the box next to the category with which you identify yourself. If you are a mixed race and/or national origin, select the category with which you identify yourself. NOTE: Please mark only ONE box.

- | | | |
|--------------------------------------|--------------------------|---|
| A. American Indian or Alaskan Native | <input type="checkbox"/> | A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation. |
| B. Asian or Pacific Islander | <input type="checkbox"/> | A person having origins in any of the original peoples of the Far East, Southeast Asia, the India subcontinent, or the Pacific Islands. For example: China, India, Japan, Korea, the Philippine Islands, Samoa and Vietnam. |
| C. Black, not of Hispanic origin | <input type="checkbox"/> | A person having origins in any of the black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. |
| D. Hispanic | <input type="checkbox"/> | A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. This does not include persons of Portuguese culture or origin. |
| E. White, not of Hispanic origin | <input type="checkbox"/> | A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American cultures or origins. |

F. Other

☐

A person not included in the above categories.

In order for us to assess the effectiveness of our Recruitment efforts please identify how you learned about this job by marking the appropriate box and providing the name of the source:

☐

Internet web-site

☐

Newspaper Ad

☐

Trade Journal

☐

Other (Please indicate)
